

MyInvoice Line Item Detail Report

Reference Guide

EDA Homepage

Reports

MyInvoice Reports

MyInvoice Line Item Detail Report

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EDA Roles	<p>Roles with the ability to access MyInvoice Line Item Detail Report in EDA</p> <ul style="list-style-type: none">• Acquisition Sensitive Reporting<ul style="list-style-type: none">○ GSC users with this user role will have the ability to view MyInvoice Line Item Detail Report data based on Issue By and Contract Number/Delivery Order.• Advanced Reporting<ul style="list-style-type: none">○ GSC users with this user role will have the ability to view MyInvoice Line Item Detail Report data based on Issue By and Contract Number/Delivery Order.• Executive Reporting<ul style="list-style-type: none">○ GSC users with this user role will have the ability to view all MyInvoice Line Item Detail Report data.
Search Criteria	<p>The user will navigate to the MyInvoice Line Item Detail Report page and enter criteria to retrieve desired data.</p> <ul style="list-style-type: none">• Payment Status• Issue Date From• Issue Date To• Contract Number (Equal to/Starts With)• Invoice Number (Equal to/Starts With)• Active Archive Indicator (Active/Archive)

MyInvoice Line Item Detail Report

MyInvoice Line Item Detail Report Search Criteria

Payment Status *

Select multiple... ▼

Issue Date From *

2021/11/29

Issue Date To *

2021/11/30

Contract Number

S... ▼

Invoice Number

S... ▼

Active Archive Indicator *

Acti... ▼

🔍 Search

🔖 Bookmark

⊗ Cancel

To return all results with a desired Document Type, the user will select one or more values from the Document Type dropdown menu.

Example:

Payment Status *

Select multiple... ▼



AWAITING PREVALIDATION

CANCELLED

DISPUTED INVOICE

FUNDS APPROVAL REQUIRED

IN PROCESS @ DFAS OPERATING LOCATION

Once the search criteria are entered, the system will return a list of contracts with the requested criteria.

- Contract Number
- CLIN
- Unique Entity Identifier
- Invoice Number
- Payment Date
- Gross Invoice Amount
- Unit of Measure
- Location
- Payee Name
- Address 3
- LPO DoDAAC
- ACRN
- CAGE Code
- Check Number
- Invoice Issue Date
- Merchandise Acceptance Date
- Quantity Paid
- Shipment Number
- Payment Status
- Address 1
- Trace Number
- Acceptor DoDAAC
- Task Number
- DUNS Plus 4
- Voucher Number
- Invoice Received Date
- Invoice Amount
- Unit Price
- Due Date
- Last Action Date
- Address 2
- Interest
- Admin DoDAAC

**Sample
Search
Results**

MyInvoice Line Item Detail Report Results

Export Save Search Refine Search New Search

Contract Number ↑	ACRN ↑↓	Task Number ↑↓	CLIN ↑↓	CAGE Code ↑↓	DUNS Plus 4 ↑↓	Uniq
N0001909G0014		0006		52088	019710586	
N0001909G0014		0006		52088	019710586	
N0001909G0014		0006		52088	019710586	
N0001909G0014		0006		52088	019710586	
N0001909G0014		0006		52088	019710586	

MyInvoice Line Item Detail Report Results

Export Save Search Refine Search New Search

Trace Number ↑↓	Interest ↑↓	LPO DoDAAC ↑↓	Acceptor DoDAAC ↑↓	Admin DoDAAC ↑↓
044036440061802	366.05			
044036440061802	366.05			
044036440061802	366.05			
044036440061802	366.75	N40025		S0512A
044036440061802	366.75	N40025		S0512A
044036440061802	366.05			
044036440061802	366.05			

Once the search results are returned, the Export Results button will allow the user to export search results in CSV format for import to a spreadsheet. Select the desired output from the Export dropdown menu.

Exporting Search Results

Export Save Search Refine Search New Search

DUNS Plus 4	Unique Entity Identifier	Check M	Voucher Number	Invoice Number
794571448		NO CHE	D43234	BVN0017Z
006924872				DL10CAM0229

< 1 > | 10 Max Records Returned: 2

The export will be requested and processed on the Tasks page.

Job List

Job ID	Report Type	Start Date (UTC)	Finish Date (UTC)	Format	Status	Total Records	Action
> 2080	MyInvoice_Line_Item_Detail_Report	12/17/20, 8:28 PM		CSV	STARTED	0	
> 1857	UIL_GFP_CUSTODY_BY_CAGE_REPORT	12/14/20, 10:45 PM	12/14/20, 10:45 PM	EXCEL	FINISHED	34	

1. Select the Tasks link on the navigation pane.
2. Select the Task Download link.
3. Select the Jobs icon to view and download the report file.

Download Files

Job ID	Create Date (UTC)	Package Name	Size	Part	Direct Download (faster download)	Download via EDA App (slower download)
1857	12/14/20, 10:45 PM	UIL_GFP_CUSTODY_BY_CAGE_REPORT_1857_1_20201214_224535_e fbd7ff3-4ae8-4ee f-90f5-8412c72c7260.zip	0.005362 MB	1 / 1	Direct Download	

Part: If you don't see all the parts available then it means that the data are still being extracted. This usually happens for a huge amount of data extraction.

Download: Using 'Direct Download' will allow you to download artifacts in parallel and download speed will be significantly faster for large artifacts. Use 'Download via EDA App' option if you run into any firewall issue.

Close

4. Select the delete button to delete the task.